



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D C. 20350-1000

SECNAVINST 12430.4
ASN(M&RA)/DASN(CP/EEO)

11 August 1997

SECNAV INSTRUCTION 12430.4

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY PERFORMANCE MANAGEMENT PROGRAMS

Ref: (a) Chapter 43 of Title 5, United States Code
(b) Title 5, Code of Federal Regulations, Part 430,
"Performance Management"
(c) DoD 1400.25-M, Subchapter 430, "Performance
Management"

1. Purpose. To revise policy and responsibility for performance management programs within the Department of the Navy (DON) following the general requirements of references (a) and (b), and as required by, and in compliance with, the Department of Defense Performance Appraisal System, reference (c).

2. Cancellation. SECNAVINST 12430.3 of 18 Apr 88.

3. Policy. All performance management programs used within the DON will be two-level summary rating programs, as defined in reference (b), which appraise an employee's performance as being at either the "Acceptable" or at the "Unacceptable" level. The programs will also provide for a minimum 90-day appraisal period. The use of non-critical elements in a performance management program is prohibited. Procedures to recognize exceptional performance will be addressed through the DON Awards Programs.

4. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for the development and issuance of implementing directives and the evaluation of performance management programs. This responsibility is redelegated to the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (DASN(CP/EEO)).

b. The Chief of Naval Operations, the Commandant of the Marine Corps, the Assistant for Administration, Under Secretary of the Navy, and heads of Echelon 2 commands are responsible for assuring that performance management programs are developed following this policy.



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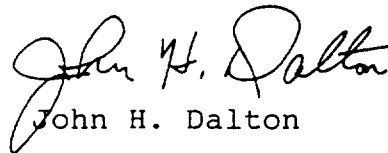
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c. Heads of Naval activities and Marine Corps commands are reminded of their obligations under the Federal Service Labor-Management Relations Statute, Chapter 71 of Title 5, U.S.C., to fulfill any requirement for collective bargaining prior to implementation.

5. Effective Date. The policy contained in this instruction is effective 1 October 1997.

6. Action. The DASN(CP/EEO) will issue implementation guidance and procedures. Performance management programs conforming to this policy shall be implemented at Navy and Marine Corps activities and organizations not later than 30 September 1998.



John H. Dalton

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